

CITY OF DURHAM NORTH CAROLINA

DEPARTMENT OF WATER MANAGEMENT

REQUEST FOR PROPOSAL (RFP)

**Engineering Services – for Biological Nutrient Removal – Study and Facilities
March 2006**

I. INTRODUCTION

Through this RFP, the City of Durham, Department of Water Management is soliciting proposals from qualified firms to provide professional engineering consulting services for a project to design improvements that include new tankage to provide for full biological nutrient removal at North Durham Water Reclamation Facility (NDWRF). In addition, the project will include a nutrient removal optimization study for both NDWRF and South Durham Water Reclamation Facilities (SDWRF).

Definitions. “City” means the City of Durham. “Proposal” is the response of a person, firm, or corporation proposing to provide the services sought by this RFP. “Proposer” is the person, firm, or corporation that submits a proposal. “Contractor” is the Proposer with which the City enters a contract to provide the services sought by this RFP.

The City anticipates that the conclusion of the RFP process will be a contract between the City and the Contractor under which the Contractor shall provide the services described below. The contract to be executed by the City and the selected firm will be on a firm fixed price basis.

Project Background and Description

The City of Durham owns and operates the North Durham Water Reclamation Facility that provides wastewater treatment services to the citizens of northern Durham and Durham County. The original plant facilities are on the south side of East Club Boulevard (Plant A) and the most recently built facilities are on the north side of East Club Boulevard (Plant B).

II. SCOPE OF WORK

- The Project consists of engineering services for the design and construction administration for a project to increase the total biological nutrient removal capacity to 15 million gallons per day (mgd) design flow. This involves the design of one additional aeration basin and associated distribution channels, similar to the existing tankage on the Plant B side, with a treatment capacity of 2.5 mgd along with the associated pumps and equipment. The pipe gallery for the pumps is already in place. In addition, other miscellaneous plant improvements are needed including renovations to the primary effluent flow distribution box and flow metering capabilities. The project will include design, State and/or federal

regulatory approvals, preparation of cost estimates for project budget, preparation of construction documents, handling by Engineer of the bid phase, and construction administration services.

- In addition, the project will include a nutrient removal process optimization study for NDWRF and SDWRF utilizing simulation modeling software to develop plant-specific calibrated process models. Process modification and operational strategies to optimize the nutrient removal performance shall be evaluated. Alternatives shall be developed and include advantages, disadvantages, and cost impacts for capital, operations and maintenance. Final recommendations for optimization shall be documented in a report.

III. PROPOSAL PROCEDURES

A. Contact Person for Questions

The contact person for questions is:

Nancy L. Newell, P.E.
Water Management Engineer
Department of Water Management
1600 Mist Lake Drive
Durham, North Carolina 27704
919-560-4381 Fax 919-560-4479
Email: Nancy.Newell@durhamnc.gov

B. Pre-proposal Conference

Firms that are interested in submitting a proposal are strongly encouraged to attend a pre-proposal conference on April 4, 2006 at 10:00 a.m. in the North Durham Water Reclamation Facility, Training Room located at 1900 East Club Boulevard, Durham, North Carolina. Attendees should be familiar with this RFP. Questions will be addressed regarding the RFP and the City's Equal Business Opportunity Plan.

C. Number of Proposals and Cover Letter

Firms should submit four (4) copies of their proposal. A proposal should contain a cover letter, signed by a principal in the firm, indicating his or her title that he or she has authority to submit the proposal on behalf of the firm, including the cover letter. The cover letter should contain the following statement:

The undersigned has the authority to submit this proposal on behalf of _____ in response to the Request for Proposals, dated _____ of the City of Durham and if applicable, and addenda numbers _____.

In addition, the cover letter should contain the following:

This proposal is not an offer, and the proposer retains the

right to refuse to enter into a contract with the City for this project.

D. Deadline for Proposals

Proposals should be received on or before 3:30 p.m., April 18, 2006 at the following address:

City of Durham, Department of Water Management
Administrative Offices
1600 Mist Lake Drive
Durham, North Carolina 27704

E. Proposal Evaluation and Selection

Proposals will be evaluated and selected according to Section V. Selection Process. The selected firm and the City will negotiate a contract and submit the agreement for City Council approval within thirty (30) days after notification of the committee's recommendation. If a contract is not negotiated within this thirty (30) day period, the City reserves the right to terminate all negotiations and select one of the other finalists or issue a new RFP.

F. Discretion of the City

The City of Durham reserves the right to reject any or all proposals. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any firm proposing to do the work with respect to any term, condition, or provision in this document and/or in any proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for the work with one or more firms that do not submit proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion.

IV. PROPOSAL FORMAT

The submitted proposal should be a maximum of 20 pages in length, of double space text, 12 point size font (excluding cover, title sheets, dividers, resumes, etc.) An additional one page executive summary will be accepted. The proposal should provide the following information and be in the format listed below.

- A. Project Approach
- B. Project Team. List and state the qualifications of the individuals who will have responsibility for this project, including subcontractors.

- C. City Actions and Participation. If the proposal assumes that the City will take certain actions or provide certain facilities, or do anything else, state these assumptions explicitly.
- D. Project Schedule and Completion Date
- E. Project Organization Chart. Key persons having primary responsibility for this project should be designated, including their office locations.
- F. Qualification and References (including any sub-contracted persons) This should include the firm's experience in similar projects and should include references and contact information. If licensing is required or appropriate, please state the licensing that your firm has.
- G. SDBE. The completed SDBE forms as specified in the SDBE portions of this RFP. These forms are not included in the 20 page maximum.
- H. Non-collusion. This RFP constitutes an invitation to bid or propose. Include and sign the following with your response:

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _____ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this proposal. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: _____

V. EVALUATION CRITERIA

Selection of the Engineer will be based on the following:

- general proposal for carrying out the required work; (10 points)
- familiarity with the rules and regulations of various agencies involved in the project; (10 points)
- qualifications of the proposed project team, which includes background, credentials, work experience, specialized experience and technical competence of all key team personnel with similar projects; (40 points)
- past record of performance on similar projects, including control of costs, quality of work and ability to meet schedules; (25 points)
- level of SDBE participation with good faith effort; (5 points)
- availability to perform work. (10 points)

The Evaluation Criteria are intended to be used to make a recommendation to the entity or person who will award the contract, but who is not bound to use these criteria or to award to a firm on the basis of the recommendation. Further, the City reserves the right to vary from this procedure as it determines to be in the City's interest.

VI. EQUAL BUSINESS OPPORTUNITY PROGRAM

It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

The goals for this project are 2% M/SDBE and 2% W/SDBE. In accordance with the Ordinance, all contractors are required to provide information requested in the "SDBE Professional Services Forms" package. Proposals that do not contain the appropriate, completed "Professional Services Forms" will be deemed non-responsive and ineligible for consideration. The "Declaration of Performance," "Participation Documentation," "Managerial Profile," and the "Equal Opportunity Statement," "Employee Breakdown," In lieu of "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). The "Letter of Intent to Perform as a Sub-consultant/Subcontractor" must be completed for SDBEs proposed to perform on a contract. This form must be submitted with the proposal. The "SDBE Goals Not Met/Documentation of Good Faith Efforts" form must be submitted if the goals are not met. The "Post Proposal Submission SDBE Deviation" form is not applicable at this time.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about "SDBE Professional Services Forms" should be referred to Deborah Giles or other department staff at (919) 560- 4180.

EEO PROVISIONS

During the performance of this Contract the Contractor agrees as follows:

- a. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Contractor shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.

- b. The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.
- c. The Contractor shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.
- d. In the event of the Contractor's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Contractor ineligible for further City contracts.
- e. Unless exempted by the City Council of the City of Durham, the Contractor shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

NONDISCRIMINATION PROVISION

"The City of Durham opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under city contracts."

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